



# FIRST BAPTIST CHURCH

*Chillicothe, MO*

## Facility Reservation Form for Non-Member and/or Group

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Event Title

\_\_\_\_\_  
Event Date

\_\_\_\_\_  
Event Start Time<sup>1</sup>

\_\_\_\_\_  
Event End Time

\_\_\_\_\_  
Liability Insurance Carrier (if required)

### Facility Areas Requested

Please Mark	Facility Area	Fee	
	Building Security	\$100	
	Basement	\$100	
	Fellowship Hall	\$150	
	Kitchen Facilities	\$50	
	Chapel	\$40	
	Conference Room	\$20	<b>Number of Classroom (or Classroom Number)</b>
	Classroom(s)	\$20 per room	

\_\_\_\_\_  
<sup>1</sup>Building Security will unlock the doors two (2) hours before the event and two (2) hours following the scheduled event. Members must present when the building is open. If more time prior and/or after the event is needed, then arrangements can be made with the Building Security Staff.

Please list ALL requested equipment, including number of tables, chairs, audiovisual, etc.<sup>2</sup>

Item	Number Available	Amount Needed
5' Round Tables (seats up to 8)	20	
6' Rectangle Tables (seats 6)	5	
4' Rectangle Tables	4	

Notes:

I, undersigned, have read and agree to the **Building and Equipment Use Policies** of First Baptist Church, Chillicothe, MO as I downloaded from [www.fbchilli.com/forms](http://www.fbchilli.com/forms). I will abide by the rules and guidelines, including the care and supervision of any children attending. I agree, to the fullest extent permitted by law, to indemnify and hold harmless First Baptist Church, Chillicothe, MO, it's officers, directors, and employers, against all damages, liabilities, or costs, including reasonable attorney's fees and defense costs, to the extent cause by the named individual's negligent acted in the use of the church's premises, equipment, and furnishings.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ministry Assistant

\_\_\_\_\_  
Date

<sup>2</sup>Please note that we are unable to provide a computer for presentations. The Church Custodian will have chairs and tables, etc. available to be arranged and set up by the member reserving the facility.